

EMPLOYEES SOCIAL COMMITTEE

December 2000
Amended March 10, 2003

The State Water Commission Employees Social Committee (Committee) shall be comprised of five members: one representative each from the divisions of Administrative Services (which shall include the Office of the State Engineer and the Atmospheric Resources), Water Appropriation, and Planning and Education; and two representatives from the Water Development Division. Each representative shall be a full-time employee of the State Water Commission (SWC) or Office of the State Engineer.

Each member of the Committee will serve for two consecutive calendar years: The new representatives to the Committee from the Administrative Services Division, Planning and Education Division, and one representative from the Water Development Division shall be designated at the beginning of each even-numbered year.

The new representative to the Committee from the Water Appropriation Division, and one representative from the Water Development Division shall be designated at the beginning of each odd-number year.

Members shall be designated by each Division Director, except for the member representing Administrative Services, who shall be designated by the Atmospheric Resources Division Director and/or the Accounting Manager.

The goal of the employees social program overseen by the Committee shall be to:

1. Promote and acknowledge exceptional, team, and organizational accomplishments.
2. Provide incentive for continued exceptional work and self improvement.
3. Improve morale and promote teamwork.
4. Promote and arrange for agency social functions and activities.

Comments regarding Committee activities and functions should be sent in writing to the Committee so that the Committee as a whole can address the comments.

Requests for monetary aid or contributions shall be submitted in writing to the Committee for a Committee vote.

I. NORTH DAKOTA STATE ENGINEER'S PROFESSIONALISM AWARD

The North Dakota State Engineer's Professionalism Award shall be presented annually to a SWC employee who has projected a positive image of themselves and the SWC, and produced superior products or services. The North Dakota State Engineer's Award will be made considering whether each nominee has:

- A. Routinely demonstrated the ability to perform high-quality work supporting the SWC's mission and goals;
- B. Consistently demonstrated concern toward fellow employees, and unselfishly offered assistance when help is needed;
- C. Dependably carried out job tasks, taken the initiative to complete work in a timely manner, and exhibited a positive attitude toward the work they do;
- D. Fostered a cooperative, respectful, and mutually satisfying work relationship with other employees and the public;
- E. Created a work product which has helped the SWC improve services, internally or externally;
- F. Made an advancement that has had a significant positive impact on the quality of services rendered, or on the SWC's reputation; or
- G. Has taken steps for self-improvement.

Commissioners and Board members, the State Engineer, Division Directors, and all employees of all divisions of the SWC are eligible to nominate other employees for the North Dakota State Engineer's Professionalism Award. Commissioners and Board members, the State Engineer, and Division Directors are not eligible to be nominated.

Nominations will be made annually in writing by co-workers. The nomination must contain a detailed documentation of the nominee's accomplishments relevant to the award. Employees will be made aware of the award and the need for nominations through Staff Notes and electronic mail.

In the event no exemplary employee is nominated during a given year, no award need be made.

The recipient(s) of the award will be determined solely by the agency's division directors, and will be announced by the State Engineer at the annual holiday gathering. All nominees will also receive mention at the time the award is presented. No nominations will be carried over; each nomination must be made in the year in which it is to be awarded. The award shall be a plaque, at minimum bearing the names of: the award, the agency, the recipient(s), and the year in which it was awarded.

The State Engineer shall issue a press release regarding the award.

II. COMMENDATION FOR OUTSTANDING PERFORMANCE AWARD

The Commendation for Outstanding Performance Award is an award that may be given for outstanding contributions by agency employees in specific areas such as the development of outstanding computer software, a great cost savings idea, especially effective public relations work, etc.

Nominations shall be made annually in writing to the State Engineer by the agency's division directors. The recipient(s) of the award will be determined and announced by the State Engineer at the annual holiday gathering, and shall be recognized by the presentation of a plaque/certificate to each recipient.

III. HUMOROUS AWARDS

Certificates of a humorous nature may occasionally be awarded as deemed appropriate by the Committee. Judgment shall be exercised by the Committee so as not to cause any recipient undue embarrassment or offense.

As with all other awards sanctioned by the Committee, nominations must be received in writing, with supporting documentation.

Unlike other sanctioned awards, the Division Directors and the State Engineer are eligible to both nominate and receive such awards.

IV. AGENCY SOCIAL FUNCTIONS AND ACTIVITIES

A. An annual summer function.

1. Invitees for the summer function shall be:
 - a. Current SWC employees and families.
 - b. SWC members.
 - c. Atmospheric Resource Board members.
 - d. Retired SWC employees.
2. Employees inviting guest(s) will be responsible for the invitation to their guest(s) and payment to the Committee for the function.

B. An annual holiday gathering.

1. Invitees for the annual holiday gathering shall be:
 - a. Current SWC employees and spouse/friend.
 - b. SWC members.
 - c. Atmospheric Resource Board members.
 - d. Retired SWC employees.

C. Arrangements for additional agency social activities, as agreed to by the Committee.